



CITY OF STAYTON

APPLICATION FOR A PERMIT TO ERECT OR ALTER A SIGN

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

LOCATION: Identify the exact location of the property: Street Address: _____

Assessor's Tax Lot Number: Map 91W _____ Lot _____

Closest Intersecting Streets: _____

DESCRIPTION OF SIGN: Identify the height, width, distance from bottom of sign and distance between sign and any property lines.
Also complete Section 2 of this application. _____

Please indicate the letter(s) in Section 4 on the information sheet provided with the application that apply to this sign:

I understand that the sign permit application fee of \$25.00 is non-refundable. I hereby certify that all information provided in this application is correct. Permits are non-transferable and expire if work is not completed within 180 days. I understand that a building permit from Marion County may also be required and that a City of Stayton sign permit does not take the place of building permit. Sign permits mistakenly issued in violation of the Stayton City Code are void. The Stayton City Administrator may revoke a sign permit if it is found that material errors or misstatements of fact were made by the applicant on the permit application.

Date: _____ Signed: _____

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Building permit required ☐ yes ☐ no

Action of City Planner: ☐ Approved ☐ Approved with the following conditions ☐ Denied for failure to meet the Code Sections noted below:

City Planner

SECTION 2. Site Description

Please provide the following information.

_____ The zone designation of the property. **If the property is in a residential zone, please skip to Section 3.**

_____ Linear footage of the building front.

☐ Check here if sign will **not** be located on the business premise.

Indicate whether this is an integrated business center or individual business. Integrated business center is defined as a group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.

☐ Integrated business center ☐ Individual business

☐ Check here if the building(s) is located on a street corner.

☐ Please check here if the sign will be located on any of the following streets:

First Avenue

Washington Street, west of No. 6th Avenue

Ida Street, west of No. 4th Avenue

Sixth Avenue, between Washington Street and E. Jefferson Street

Fern Ridge Road, east of No. 10th Avenue

Golf Club Road, north of Shaff Road

Wilco Road

SECTION 3. Existing and Proposed Signs.

Please provide the following information.

EXISTING SIGNS:

_____ Please indicate the letter(s) from Section 4 that represent the existing signs on your property. Answer the following questions based on the type of your existing signs.

Wall, Canopy or Projecting Signs:

_____ Number of existing wall signs.

_____ Square footage of existing wall signs.

Free-Standing Signs:

_____ Number of existing free-standing signs.

_____ Square footage of existing free-standing signs.

PROPOSED SIGN(S): Please attach a drawing of the proposed sign with the following information included.

- Dimensions and square footage of proposed sign.
- Height of proposed sign (from the ground to the top of the sign)
- Location of the sign, showing distances to property lines and any adjacent streets.

TEMPORARY SIGN(S): If the proposed sign is a temporary or portable sign, please indicate the dates when the sign will be displayed. **Temporary signs may be displayed for a total of 90 days in a single calendar year.**

_____ Date sign will be erected.

_____ Date sign will be removed.

SECTION 4. List of sign types.

Please indicated in Section 3, which of the following type(s) of sign(s) you are currently on your property or you are proposing to erect.

- A. Temporary or Portable Sign.**
- B. Free-Standing Sign.**
- C. Message Sign.**
- D. Wall or canopy sign.**
- E. Projection sign.**
- G. Home Occupation Sign.**

To review the complete sign ordinance (17.20.140) please see Stayton Municipal Code Title 17, Land Use and Development Code online at: www.staytonoregon.gov. Click on the Document Center tab, select Municipal Code, then Title 17, Land Use and Development, and open Chapter 20 Development and Improvement Standards